

TO: Payroll/Personnel Administrators

FROM: OMB State Payroll Office

RE: **2010** Due Dates for All HRMS/Payroll Forms and Inputting

All payroll information must be inputted into the PeopleSoft payroll system by the dates listed below. Business units will have the deadline of 5:00 p.m. for the advanced payroll dates below and 12:00 Noon for the supplemental payroll dates below. (**Note:** The supplemental pay date is the 10th of the month. If the 10th falls on a Saturday, Sunday, or Holiday, the pay date is the preceding Friday).

<u>MONTH</u>	<u>HOURS</u>	<u>ADVANCED</u> <u>(5 P.M.)</u>	<u>SUPPLEMENTAL</u> <u>(Noon)</u>
January	168	01/25/10	02/04/10
February	160	02/22/10	03/04/10
March	184	03/25/10	04/06/10
April	176	04/26/10	05/05/10
May	168	05/24/10	06/04/10
June	176	06/24/10	07/06/10
July	176	07/26/10	08/04/10
August	176	08/25/10	09/03/10
September	176	09/24/10	10/05/10
October	168	10/25/10	11/04/10
November	176	11/23/10	12/06/10
December	184	12/23/10	01/05/11